2021/22

Dear Sir/Madam

**APPLICATION PACK: Progress & Welfare Coach**

Thank you for your recent enquiry about employment at this school.

Please find enclosed an application form and information pack for the post in which you have expressed an interest.

If you wish to pursue your interest in the post please complete the application form in full, and in black ink or typescript, in order that legible copies can be photocopied, and return it to school by the closing date.

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact us.

There are some guidance notes enclosed in the information pack to assist you in completing your application.

Please note that it is our policy not to accept late applications except in exceptional circumstances which are outside of your control.

If we have not contacted you within four weeks of the closing date, please assume that your application has been unsuccessful.

We look forward to receiving your completed application form in due course.

Yours faithfully



Mike Roper

Headteacher

Encs.